

CLASS TITLE: SENIOR RECONCILIATION CLERK

Class Code: 02454400

Pay Grade: 14A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To make final examinations, verifications and reviews of all documents used in connection with encumbrance, disbursement and receipts procedures; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior. Work is generally in final form when completed and is reviewed periodically by a superior for compliance with prescribed work methods and procedures.

SUPERVISION EXERCISED: May supervise and review the work of Reconciliation Clerks or others assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To make final examinations and verifications of all types of benefit payment vouchers, or checks, to assure mathematical accuracy, proper authorization, accuracy of identifying data, etc.

To reconcile bank statements and render adjustments.

To verify summary reports of benefit payments submitted by local offices.

When required, to examine and review other transactions.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: The ability to make final examinations and verifications of receipt and expenditure types of documents to assure their compliance with law, rules and regulations; the ability to make tabulations and arithmetical computations with reasonable speed and accuracy; skill in the operation of an adding or listing machine; the ability to understand and carry out written and oral directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in the making of initial examinations and verifications of the mathematical accuracy of receipt and expenditure types of documents, involving the operation of an adding machine.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

Editorial Review: 3/15/03